

**BOARD OF
SELECTMEN
MEETING
MINUTES**

October 18, 2016

Town Hall

Chairman James Brochu; Selectman Robert J. Fleming; Selectman Gary Daugherty; Town Manager, Blythe C. Robinson; Executive Assistant, Sandra Hakala

The meeting was called to order at 6:00pm. Chairman Brochu opened the meeting and after the pledge of allegiance reviewed the agenda.

MINUTES

Motion #1: Motion made by Selectman Daugherty to approve the October 4, 2016 regular session meeting minutes.

Second: Selectmen Fleming, Unanimous Chairman Brochu

Motion #2: Motion made by Selectman Daugherty to approve the October 4, 2016 executive session meeting minutes.

Second: Selectmen Fleming, Unanimous Chairman Brochu.

Motion #3: Motion made by Selectman Daugherty to approve the October 10, 2016 regular session meeting minutes.

Second: Selectmen Fleming, Unanimous Chairman Brochu

Motion #4: Motion made by Selectman Daugherty to approve the October 10, 2016 executive session meeting minutes.

Second: Selectmen Fleming, Unanimous Chairman Brochu.

RECOGNITION

Selectman Fleming read a letter where Mr. Tim Hoey relayed his gratitude and thanks for the outstanding effort made by Diane Judd and John Poirier in assisting him with the difficulties he had working with National Grid. Selectman Fleming thanked Mr. Hoey for his kind words and recognition.

INVITED GUESTS

Town Clerk Kelly McElreath – Early Voting Update

Kelly met with the Board and gave an overview of the early voting process that will begin on October 24th. Residents can find the schedule on the Town's website to take advantage of the ability to cast their ballot before November 8th.

Library Board of Trustees Election

With the resignation of Mr. Joe McMahon from the Board of Trustees the Library held a joint election with the Selectmen to fill the vacancy until May, 2017. Mr. Bill Taylor has put his name forward for consideration and the Trustees and Selectmen held an election.

Chairman Brochu opened the nominations to elect a Library Trustee.

John Robertson nominated William Taylor.

Second: Selectman Fleming

Noting no other nominations Chairman Broch closed the nominations.

The Board of Selectmen together with the Library Trustees voted to elect Bill Taylor through May 2017.

Chairman Brochu aye, Selectman Fleming aye, Gary Daugherty aye, Laurie Wodin aye, Kathleen Kelly aye, Fran Gustman aye, Judith Goodman aye, Camille Hamlet aye, John Robertson aye.

Capital Budget Presentation – Public Works - General Fund

DPW Director Roy reviewed with the Board the items recommended in the capital budget for FY 17/18 as well as the years that follow.

MANAGER’S REPORT

Ms. Robinson congratulated Tracey Tardy for achieving her designation as a certified assessor. Tracey has devoted a lot of time and study to taking all of the MAAO classes and tests. It is a wonderful benefit to the Town to have the staff person to the board with this depth of knowledge.

The Upton Center Health Fair will be held at Town Hall on Wednesday, October 19th in the Main Hall. Janice and her team are arranging a diverse group of companies and services in the field of health and social services

The Fowler Street Bridges for the State’s small bridge repair grant program are being reviewed and application will be submitted by the end of this month.

The Grove Street parking lot project is well underway. The existing pavement was removed, as well as the balance of the lot cleared of trees and brush. The next steps are installation of the storm drainage infrastructure, filling the lot and readying it all for paving, next week. This project should wrap up in about two weeks, and the Oak Knoll Lane cul de sac repaving will take place concurrently.

Ms. Robinson has accepted an invitation to attend the 2016 Accessible Design Awards Ceremony in recognition of the Upton Town Hall Restoration and Renovation design by McGinley & Associates, Inc.

DISCUSSION ITEMS

Execute Presidential Primary Warrant

The Selectmen executed the warrant for the upcoming presidential election, which includes state races and ballot questions.

89 Discuss Draft Water Shut Off Policy

90 At the last meeting the Board discussed a draft water shut off policy to address both difficulties
91 in gaining access to resident's homes to either repair or replace water meter, and to have a tool to
92 address customers who for various reasons have not paid their bills in a timely fashion. These
93 issues affect both the Town's ability to manage the system, and cash flow to the enterprise fund
94 for those who choose not to pay. Thus, Ms. Robinson and Mr. Roy are recommending to the
95 Board a policy so that in cases where they have not been able to gain access to a property or a
96 customer has not paid their bill or taken steps to agree to a payment plan, their water can be shut
97 off. They believe it is prudent to have the ability to do so in extreme situations.

98
99 The Selectmen asked that the policy reflect a few amendments in the policy in their motion.

100
101 **Motion #5:** Motion made by Selectman Fleming to adopt the Water shut off policy with the
102 following amendments: all accounts/customers, which are in delinquency of at least one hundred
103 twenty (120) days for non-payment of water and/or sewer fees; the Board of Selectmen shall
104 receive notice of final shut offs seven (7) days before they occur; and the DPW will assist
105 residents who may be experiencing a hardship in contacting the Council on Aging department to
106 determine if resources may be available to assist them with such issues.

107
108 Second: Selectmen Daugherty, Unanimous Chairman Brochu.

109
110 Review Street Sign Requests – Prospect Street and Cider Mill Lane

111 The Board reviewed street signs requests made by residents. A resident of Prospect Street is
112 requesting a speed limit sign, and a number of residents on Cider Mill Lane have petitioned for
113 several signs because of the new parking lot on that street that serves Kiwanis Beach. There is
114 some difference of opinion between Public Works and the Police Departments therefore the
115 Board tabled 3 of the 4 requests until the next meeting. In concurrence with the Police Chief and
116 DPW Director they disapproved a sign requesting a curve in the road on Cider Mill Lane.

117
118 Review Draft Special Town Meeting Warrant

119 The Board reviewed an updated draft of the warrant for the November 15th meeting. The
120 document has been reviewed by Town Counsel and some edits have been made. The recap sheet
121 is in process and Ms. Robinson hopes to advise the Board on what adjustments are needed to
122 make to reach the goal of the board to mitigate a tax increase for the average taxpayer. The
123 Board have scheduled a meeting on October 24 to execute the final warrant.

124
125 Review Future Changes – Health Insurance

126 Chairman Brochu that this item be tabled until the next meeting.

127
128 Appointments

129 A resignation from Betsy Sadler, a member of the Opioid Task Force was recently received, she
130 has decided to step down due to time constraints. In her place, Kristin Gauthier has asked to be
131 appointed. Nicholas Ensko has submitted his resignation from the OPEB Trust as he has
132 accepted a three-year appointment to the Finance Committee by the Moderator which precludes
133 him from serving on any other Board. Two residents for appointments to that Board are needed,
134 and at this time there are no candidates.

Motion #6: Motion made by Selectman Fleming to accept with regret the resignation from Betsy Sadler from the Opioid Task Force and thanked her for her service.

Second: Selectmen Daugherty, Unanimous Chairman Brochu.

Motion #7: Motion made by Selectman Fleming to accept with regret the resignation from Nicholas Ensko from the OPEB Trust.

Second: Selectmen Daugherty, Unanimous Chairman Brochu.

Motion #8: Motion made by Selectman Fleming to appoint Kristin Gauthier to the Opioid Task Force.

Second: Selectmen Daugherty, Unanimous Chairman Brochu.

Motion to Approve – Maplewood Cemetery Request for Funds

A request from Maplewood Cemetery for \$300 to pay for the cleaning of the Whitney-Risteen monuments at the cemetery was discussed. Ms. Robinson concurs with Mr. Wood that the Ella Risteen Trust would be an appropriate funding source should the Board wish to approve their request.

Motion #8: Motion made by Selectman Fleming to approve the request from Maplewood Cemetery for \$350 to pay for the cleaning of the Whitney-Risteen monuments at the cemetery from the Ella Risteen Trust Fund.

Second: Selectmen Daugherty, Unanimous Chairman Brochu.

COMMENTS

Lyn Haggarty asked the Selectmen to reconsider the signage on Cider Mill Lane as mentioned in the architect's plan.

Paul Flaherty asked for the Board's clarification of their intent in setting the tax rate. The Board agreed as assessments and valuations change resident's tax bill may change but they will strive not to raise the tax rate from \$18.56.

EXECUTIVE SESSION

The Board will enter into Executive Session under MGL 30A, section 21(a)(1) to discuss the reputation and complaints against public officers and employees.

ADJOURN MEETING

Motion #5: At 7:00PM motion was made by Selectman Daugherty to adjourn.

Second: Selectmen Fleming, Unanimous Chairman Brochu.

Respectfully submitted,

Sandra Hakala, Executive Assistant